

Didja Know?



- Do you know what is the last day for entering orders in DTS?
- Do you know what to do if you need orders that cross fiscal years?
- Do you know what constitutes an orders Emergency?
- Follow these instructions and you can solve the “mystery” of what to do.

Prior Planning!

What's that?



If you have a trip, meeting, conference, training, or any other event that requires you to travel you **MUST** have your signed request in DTS NLT 29 Jul 10.

This the absolute positively no whining no exceptions date!

A yellow emoji with a grumpy, angry expression, featuring furrowed brows and a downturned mouth. It has one hand raised in a 'stop' gesture (palm facing forward) and the other hand pointing its index finger directly at the viewer. Above the emoji's head is a large speech bubble containing the word 'STOP!' in bold red capital letters, followed by 'This means YOU.' in black capital letters. To the right of the emoji's head are three small blue dots, suggesting motion or emphasis.

[illegible]

This is What I'm Talking About

- AGR Tvl Orders
- AGR Schools
- AGR AT Orders
- Tech Tvl Orders
- Tech Training Orders
- That about covers all of them!



Prior Planning!

What's that?



- Now go check those emails, memos, training schedules, calendars, whatever you got.

Drop Dead Date

- All Reviewers in the Routing List must have their “Documents Awaiting Your Approval” *queue* cleared out and to the Program Manager/Approving Official by COB 30 July 10.



But I Have an Emergency!

Ask yourself this:

- Am I bleeding?
- Is the armory on fire?
- No?? Then there is no **EMERGENCY!**



Training events are not an emergency

But I Really Do Have a Valid Emergency after 29 Jul 10



- You are required to upload **WRITTEN JUSTIFICATION** from your AO, Directorate, or MSC that informs the Program Manager you have a valid emergency.
- PM will validate availability of funds with USPFO before request is Approved.

Where Do I Upload This Thing?

Already I can't remember.....



- Expenses
- Substantiating Records.....just like you do receipts when you file your vouchers.
- See next slide.

Upload your justification for that "emergency" order.



Defense Travel System
A New Era of Government Travel

[RETURN TO LIST](#)

Non-Mileage

Mileage

Per Diem Entitlements

Substantiating Records

Expenses

Accounting

Additional Options

Review/Sign

Receipts

To fax in your receipts click "Print Fax Cover Sheet", and follow the instructions on the cover sheet. Then five minutes after the fax transmission is complete click "Refresh" to see receipts in the list. To upload receipts that you have scanned, click "Browse.." and after selecting the scanned file click "Upload". Click "view" to view the receipts. To add or change notes on an existing receipt, under the "Notes" column select the field you would like to change, edit the text, then click the "Save Notes" button.



You must have the free Adobe Acrobat Reader program installed on your computer to view receipts. [Download the Adobe Acrobat Reader program.](#)

> [Print Fax Cover Sheet](#)

> Upload Scanned Receipts

Browse...

Upload

Currently there are no Receipts on file for this Voucher.

Date	CTW	Notes	View	Remove
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Refresh

Proceed to the following page:

Accounting Codes

Continue

Remember the Rule?

- **No Orders = No Travel**

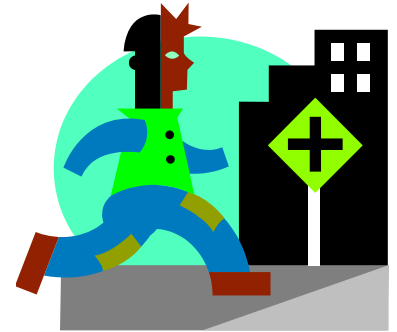


What About Fiscal Year 2011?

- For any travel after 1 Oct. 10
- Enter your DTS request for FY 11 after 15 September 2010.



What if My Orders Need to Cross Fiscal Years?



- Two orders **MUST** be cut.
- So, get the first order in DTS NLT 29 July 2010.
- Get the second order in DTS on or after 15 September.

What About My Per Diem?

- How do I get my full per diem when I cross fiscal years??
- Check the next slides and we will show you.



In Place Per Diem

- If you are requesting two orders to cover an overlap in Fiscal Years, you will need to ensure that you are getting the full per diem entitlement for the last day of the FY 10 and the first day of the FY 11 order.
- You need to edit Per Diem.
- Understood?? (see next slides)



Editing Per Diem



- Click on Expenses
- Click on Per Diem Entitlements.
- Follow the next slides.

This is the order that cover
26 – 30 Sep 10

[Accounting](#) [Additional Options](#) [Review/Sign](#)
[m Entitlements](#) [Substantiating Records](#)

Per Diem

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
09/26/10	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	0.00	0.00 GOVCC- Individual	40.50 Personal	88 / 54	QTRS				AVAIL
09/27/10	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	0.00	0.00 GOVCC- Individual	54.00 Personal	88 / 54	QTRS				AVAIL
09/28/10	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	0.00								
09/28/10	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	0.00								
09/30/10	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	0.00								

Click the "Edit" button next to
09/30/10

Reset All

Edit All

☐ ProvidedCost: ☐ Occasional☐ Special Rate**Other Per Diem Entitlements**

If you need to claim actuals for lodging, take leave, designate OCONUS incidental amount box. Only one option may be applied to a specified date or the date range used for the "v

☒ **No Other Per Diem Entitlements**☐ **Leave**

Check here if you are taking leave for the above date or date range.

☐ **Duty Day(s)(No Per Diem)**

Check here if you need to use Duty Day(No Per Diem) for the above date or date range.

☐ **Non-Duty Day(s)**

Check here if you need to use Non-Duty Day for the above date or date range.

Authorized Delay

Check here if you need to use Authorized Delay for the above date or date range.

Actual Lodging

Check here if you need to use Actual Lodging for the above date or date range.

OCONUS Incidental Amount - (Used to reduce the daily incidental rate to the minimum.)

Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.

☐ **In Place** - (Used to increase the M&IE amount to 100% on first or last day of travel)

Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.

When you get to the Expenses – Per Diem page, scroll down and click on “In Place”.

Then “Save These Entitlements”

Click

[Cancel These Entitlement Changes and Return](#)[Save These Entitlements](#)

Click

Proceed to the following page:

Accounting Codes

[Continue](#)

This is the order that cover
01 – 05 Oct 10

[Accounting](#) [Additional Options](#) [Review/Sign](#)
[m Entitlements](#) [Substantiating Records](#)

Per Diem

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

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10/01/10	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	0								
10/02/10	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	0								
10/03/10	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	0								
10/04/10	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	0.00	GOVCC-Individual	54.00 Personal	88 / 54	QTRS				AVAIL
10/05/10	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	0.00	GOVCC-Individual	40.50 Personal	88 / 54	QTRS				AVAIL

Reset All

Edit All

Click the "Edit" button next to
10/01/10

☐ ProvidedCost: ☐ Occasional☐ Special Rate**Other Per Diem Entitlements**

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Click

[Cancel These Entitlement Changes and Return](#)[Save These Entitlements](#)

Click

Proceed to the following page:

Accounting Codes

[Continue](#)

A cheerful yellow character with a wide smile and large purple sunglasses. It is holding a blue passport in its right hand and a brown suitcase in its left. The suitcase is decorated with several travel-themed stickers, including a red star, a flag, and the word 'PARIS'.

When is the last day to request orders in DTS?